



## Frequently Asked Questions for Current Exhibitors

The information contained in this document is accurate as of 11/22/06. All information is subject to change. As new information becomes available, this document will be updated. Please check back for updates.

**Q: How can I identify marketing opportunities to maximize my exposure, but won't break my budget?**

A: Whether you want to promote your company's presence at HIMSS07, or want to maintain exposure throughout the year, we have options for your review. Please go online to [http://www.himss.org/content/files/HIMSS07\\_ProspectusMktgOpp.pdf](http://www.himss.org/content/files/HIMSS07_ProspectusMktgOpp.pdf) or contact Kelly Laidler at 312-915-9285 or [klaidler@himss.org](mailto:klaidler@himss.org), Tia Peterson at 312-915-9232 or [tpeterson@himss.org](mailto:tpeterson@himss.org) or David White at 312-915-9508 or [dwhite@himss.org](mailto:dwhite@himss.org).

**Q: What is the expected attendance for HIMSS07?**

A: There were 24,870 industry professional from all over the world at HIMSS 2006, and 859 exhibiting companies. We anticipate an equally strong participation in 2007.

**Q: What comes with my booth?**

A: Each 10'X10' booth comes with the following items:

- Booth drape: 8' high in the back, 3' high on the side
- A 7"x44" identification sign with your company name and booth number
- Four exhibitor badges
- One guest badge
- Dedicated exhibitor hall hours
- Recognition in the HIMSS Resource Guide\*
- Acknowledgement in the Pocket Guide\*
- Listing in the HIMSS Daily Insider to be distributed at show site\*
- Reference of space location on the "You Are Here" locators\*
- Listing in the online Exhibitors' Product & Service Directory that is available throughout the year.

*\*if contracted by January 5, 2007*

Other items that are needed to operate your exhibit may be ordered directly from the official service contractors. Order forms can be found in your Exhibitor Service Manual in Section 7, 8 & 9.



**Q: What are the show dates and times?**

A: Exhibit Hall Hours: Halls C- J

Monday, February 26	1:30 pm – 6:00 pm
Tuesday, February 27	10:30 am – 1:00 pm & 3:00 pm – 6:00 pm
Wednesday, February 28	10:30 am – 1:00 pm & 2:30 pm – 6:00 pm
Thursday, March 1	10:30 am – 1:00 pm

**Q: What is the booth payment schedule?**

A: 100% of exhibit space fees due

**Q: How do I submit payment?**

A: If paying by credit card, please fax your invoice to Attn: Finance at 312-915-9209 and include the following information: name on credit card, credit card number, expiration date, amount authorized to charge, and signature of card holder.

*To ensure that all checks are received and accounted for, they should be mailed to our new lockbox address: **Please allow sufficient time for checks to be received and processed.***

HIMSS  
6923 Eagle Way  
Chicago, IL 60678-1692

The above address will not accept UPS, FedEx, DHL, and USPS Express Mail. If you need to use any of the shipping companies listed above, you can send your check to the following address: (please make your check payable to HIMSS)

JP Morgan Chase  
525 W. Monroe  
8<sup>th</sup> Floor Mail Room  
Chicago, IL 60661  
Ref: Lockbox 6923-HIMSS  
Phone: 312-661-6188

*Please DO NOT MAIL CHECKS to the HIMSS Street address*

**Q: When will I be able to reserve housing?**

A: At this point, housing is open to ALL exhibiting companies  
[http://www.himss07.org/for\\_exhibitors/exhHotelPolicy.ASPX](http://www.himss07.org/for_exhibitors/exhHotelPolicy.ASPX).



**Q: Why must I reserve my housing through Ambassadors, the HIMSS designated housing bureau?**

A: Convention centers allocate exhibit space to shows based on the amount of hotel rooms picked up. Cities may and often will reject or reduce exhibit hall space requests because hotel rooms are not filled proportionately through the housing block. Therefore, to ensure our hotel block is full and that we receive the exhibit floor space needed for all exhibitors, all exhibitors are required to book housing through Ambassadors, the HIMSS-designated housing bureau. HIMSS contracts with hotels to offer exhibitors the lowest possible rate during the HIMSS show. Per the contract, no hotel within our housing block can offer rates lower than what was contracted with HIMSS. In addition, shuttle buses will transport individual from hotels within the HIMSS housing block to and from the convention center, except for hotels within walking distance.

**Q: When does exhibitor badge registration open?**

A: Exhibitor badge registration is currently open  
*January 29 - Advanced exhibitor and guest registration closes (if you want your badges mailed in advance)*  
*January 29-March 1 - All badge changes made online must be picked up onsite*  
*February 12 - Badges express mailed to the official contact, upon request*

**Q: What are the move-in dates and times?**

A: Exhibitor Targeted Move-In Schedule:

Monday, February 19	7:00 am – 5:00 pm
Tuesday, February 20	Dark Day (Mardi Gras)
Wednesday, February 21	8:00 am – 5:00 pm
Thursday, February 22	8:00 am – 5:00 pm
Friday, February 23	8:00 am – 5:00 pm
Saturday, February 24	8:00 am – 5:00 pm
Sunday, February 25	8:00 am – 5:00 pm

\*Targeted move in dates and times are published in the exhibitor service manual which will be mailed to you in September and will be available online at [www.himss07.org](http://www.himss07.org)

**Q: What are the move-out dates and times?**

A: Exhibitor Move-Out Schedule:

Thursday, March 1	1:00 pm – 5:00 pm
Friday, March 2	8:00 am – 5:00 pm
Saturday, March 3	8:00 am – 12:00 pm

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\* Anyone that moves out prior to 1:00 pm on Thursday, March 1, will lose all exhibitor priority points

**Q: If I ship my booth, materials, product, etc...to the Freeman warehouse in advance will it be in my booth when I arrive at the Convention Center?**

A: Yes, all advance freight that is sent to the Freeman warehouse will be in your booth at your targeted move in time.

**Q: If I direct ship my booth to the Convention Center when will it be placed in my booth?**

A: Your freight carrier will be placed in a marshaling yard upon their arrival to New Orleans. You should target your truck to arrive at the marshaling yard at least an hour or so prior to your target check-in time. Your carrier will be placed in the yard according to what your target check-in time is, how early they arrive, IT IS A FIRST COME FIRST SERVE BASIS. Once your target check-in begins each carrier will be placed in a line for unloading. There is never a guarantee on when your freight will be in the booth.

**Example:** Target check-in time is Thursday 8:00 am – There are 40 companies targeted at this time and all of the trucks arrive within one hour of each other, and your truck arrives 35<sup>th</sup> in line, depending on when your truck is called to the docks and the load of the truck, the travel time to deliver the freight from the dock to the booth, there is a possibility you would not get your freight until 1:00 pm.

You are not required to begin setting your display on this day, and it suggested that you do not hire your labor for this targeted check-in time.

**Q: How can I see where my booth is located on the exhibit floor?**

A: The exhibit floorplan is located online and is updated daily. Please click here to open the floorplan: <http://expocad.himss.org/expocadvr/07himss-FloorPlan-Launch.html>

**Q: What if my company wants to hold an event outside of the convention center?**

A: If you wish to hold an event outside of the convention center at a location such as a hotel or other venue, please complete an ICW / Meeting Hospitality Program Request form [http://www.himss.org/vendor/esc\\_current.asp](http://www.himss.org/vendor/esc_current.asp).

**Q: How can I find information on venues or attractions in New Orleans?**

A: Please contact the New Orleans Convention & Visitors Bureau at [www.neworleanscvb.com](http://www.neworleanscvb.com)

**Q: How do I become a corporate member?**

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A: For information on becoming a corporate member, please contact your account manager

**Q: How does the point system work and what are the points used for?**

A: The point system is used in determining the order in which exhibitors can choose booth space onsite at HIMSS for the following year. For more information on how you can earn additional points, or if you have questions about the status of your points, please contact your account manager or go online at <http://www.himss.org/vendor/>

**Q: What is the dress code for this conference?**

A: The attire is business casual.

**Q: What are the future show dates for HIMSS Annual Conference?**

A: February 25-28, 2008 Orlando, FL Orange County Convention Center  
April 5-9, 2009 Chicago, IL McCormick Place

**Contact Information**

**Exhibit Services, Logistics, and Production inquiries, please contact:**

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